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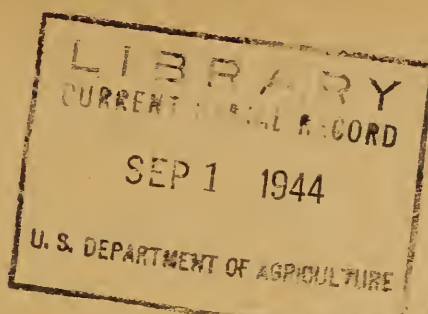
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UNITED STATES DEPARTMENT OF AGRICULTURE

Washington 25 D. C.

August 14, 1944



Check Lists of Secretary's Memoranda, War Food Administrator's  
Memoranda, and General Departmental Circulars

Attached are lists showing:

1. Certain Secretary's Memoranda, War Food Administrator's Memoranda, and General Departmental Circulars which are obsolete. The listing of these Memoranda and Circulars as obsolete does not in any way affect action previously taken under their authority. In some cases the provisions of Memoranda or Circulars listed as obsolete have been incorporated in the Department Regulations or other documents.
2. Secretary's Memoranda, War Food Administrator's Memoranda, and General Departmental Circulars, other than those included in the obsolete lists, issued since April 12, 1943.

The following abbreviations have been used:

S - Supplement	Sec - Secretary's Memorandum
A - Amendment	WFA - War Food Administrator's
Rev - Revised	Memorandum
Cor - Corrected	GDC - General Departmental
	Circular

This supplements the "List of Obsolete and Active Secretary's Memoranda" dated April 12, 1943.

*Alton Owen*

*Charles F. Brannon*

Assistant War Food Administrator

Assistant Secretary



# SECRETARY'S MEMORANDA

## 1. Obsolete Memoranda

<u>No.</u>	<u>Date</u>	<u>Subject</u>	<u>Superseded or Canceled by Memorandum No.</u>
288	8- 4-19	Payment for Overtime Work of Most Inspection Employees	WFA 17
489	6-18-24	Meat Inspection Service	do
603-Rev	9-19-40	Delegation of Field Employment Authority	GDC 18
603-Rev-S1	9-20-41	do	do
603-Rev-S2	12-31-41	do	do
603-Rev-S3	8-27-42	do	do
603-Rev-S4	11-30-42	do	do
(Cor)			
603-Rev-S5	2- 1-43	do	do
639	9-27-33	Interdepartmental Relations	
660	2- 9-35	Beltsville Research Center	
688	3- 6-36	The Federal Register Act	GDC 1
688-A	5-19-36	do	do
697	6-18-36	Aerial Photography	GDC 30
712	3- 2-37	Department of Agriculture Poultry Committee	Sec 712-Rev. GDC 23
712-Rev	1- 8-43	Department Poultry Committee	
761	7- 5-38	Transfer of Emergency First Aid Rooms	
797	11-19-38	Potash Deposits	
798	11-30-38	Preparation of Documents in Codified Form for Publication in the Federal Register	GDC 1
809-S2	12-26-40	Board of Survey, Beltsville Research Center	
833	8- 5-39	Preparation of the Monthly Crop Reports of the Department of Agriculture	Regulation 1441
833-A1	2-25-42	do	do
833-A2	3-12-42	do	do
852-A2	3- 3-42	Revision of the Administrative Council	GDC 14
852-A4	4-20-42	Change in Chairmanship of the Administrative Council	
852-A5	8-11-42	Addition to Membership of the Administrative Council	GDC 14
857	3-16-40	Termination of Inactive and Defunct Committees	
866	6-21-40	Liaison with the Office of Government Reports	
875	8-12-40	Construction Projects	GDC 17
889	2-25-41	Delegation of Authority to the Solicitor to Execute Releases	GDC 2



Secretary's Memoranda - 2

<u>No.</u>	<u>Date</u>	<u>Subject</u>	<u>Superseded or Canceled by Memorandum No.</u>
897-S1	6-26-41	Change in Membership of Cooperative Farm Forestry Committee	
897-S2	1- 6-42	Change in Membership of Department of Agriculture Committee on Farm Forestry	
905	5-17-41	Establishment of Office of Agricultural Defense Relations	
905-S3	8-16-41	Agricultural Defense Relations	
905-S4	11- 8-41	do	
907	5-23-41	Departmental Field Information Service	
907-S1	6-23-41	do	
917	6-25-41	Delegation of Authority to Chief, Division of Purchase, Sales and Traffic, to Sign and Approve Formal Contracts and Related Matters	
920	6-30-41	Board of Survey of the Beltsville Research Center	Sec 920-Rev
920-Rev	4-30-43	do	
922-Rev	7-25-42	Designation of Administrative or Supervisory Employees of the Department to Administer Oaths to Affidavits Respecting Membership in Subversive Organizations, Etc.	GDC 6
922-Rev-S1	8-20-42	do	do
922-Rev-S3	9-29-42	do	do
922-Rev-S4	12-23-42	do	do
922-Rev-S5	1- 2-43	do	do
922-Rev-S6	3-20-43	do	do
926	7- 2-41	Boards of Review on Efficiency Ratings - Delegation to Director of Personnel	GDC 5-S2
926-S2	10- 7-41	Board of Review on Efficiency Ratings - Designation of Special Representatives	do
926-S3	7- 2-42	Board of Review on Efficiency Ratings - Designation of Department Member, Alternate, and Representative	do
926-S4	10-14-42	Board of Review on Efficiency Ratings - Designation of Department Representative	do
944	10-10-41	Establishing a Committee on Marketing Processing and Stock Piles for Vegetables and Commercial Truck Crops	
945	10-10-41	Establishing a Committee on Acreage of White Beans	

Secretary's Memoranda - 3

<u>No.</u>	<u>Date</u>	<u>Subject</u>	<u>Superseded or Canceled by Memorandum No.</u>
967-S1	3-29-43	Joint Committee on Publication of Research	See Sec 1035
968-S1	9- 8-42	Members of General Administration Board for Department Graduate School	Sec 958-S2
968-S2	4-30-43	do	Sec 968-S3
968-S3	2-14-44	do	Sec 968-S4
980-S1	7-20-42	1942 Committee on Department and Land Grant College Training for Government Service	Sec 980-S2
980-S2	4-22-43	1943 Department and Land Grant College Committee on Training for Government Service	GDC 26
996	3-19-42	Emergency Measures to Conserve Tires and Automobiles	GDC 27
996-S2	5-29-42	Special Assistant to the Equipment Conservator	
997	3-20-42	Advance Clearance of Proposed General and Regional Conferences	GDC 7-S1
999	3-25-42	Tydings Questionnaire	
1002	4-11-42	Abandonment of Service Dining Room	
1003	4-13-42	Decentralization of Farm Security and Rural Electrification Administrations	
1005	5- 4-42	Board of Survey	Sec 1005-S1
1005-S1	5-22-43	Departmental Board of Survey	GDC 42
1013	5-25-42	Decentralization of the Farm Credit Administration	
1033-S1	10-13-42	Prevention of Warehouse and Elevator Fires	
1034	8-31-42	Production Goals for 1943	
1036	9- 4-42	Safety in Agriculture	
1054-S4	2-13-43	Organization of the Department to Carry Out the Food Program	WEA 27-S4-A3
1062	1- 5-43	Let's Fight on the Home Front with War Bonds	
1080	3-24-43	Departmental Committee for Consideration of Federal Bureau of Investigation Reports Referred to This Department by the Interdepartmental Committee on Employee Investigations Established Under Executive Order No. 9300	GDC 13
1082	3-25-43	Designation of Dr. Lewis H. Rohrbaugh as Director of the Graduate School	
1087	4-29-43	Office of Land Use Coordination	
1089	5- 8-43	Regular Hours of Duty on May 31, 1943	
1095	8- 5-43	Assistants to the Secretary	



2. Memoranda Issued Since April 12, 1943

The following list includes all numbered Secretary's Memoranda issued since April 12, 1943, except those shown in the above list of obsolete Memoranda.

<u>No.</u>	<u>Date</u>	<u>Subject</u>
968-S4	4-27-44	Members of General Administration Board for Department Graduate School
996-S11	6-11-43	Appointment of an Area Chairman for the Area II Agriculture Equipment Committee
996-S12	6-28-43	Utilization and Disposition of Federal Equipment, Materials, and Supplies
997-S3	5-28-43	Limitation of Travel
1015-S1	5-24-43	Protection of Foodstuffs, Fibers, Naval Stores, and Vegetable Oils Against Sabotage and Other Destructive Acts or Omissions
1083-S1	6-30-43	Field Appointments by Departmental Employment Officers
1084	4-17-43	Abuse of Privilege of Patronizing Cafeterias and Lunchroom Services
1085	4-26-43	Hours of Duty and Overtime Compensation On and After May 1, 1943
1086	4-26-43	Farm Credit Administration
1088	5- 6-43	Fixing of Wage Rates for Employees Whose Positions Are Not Classified
1090	5-31-43	Restrictions on Purchases of Selected Items for the Duration of the War
1091	6-25-43	Central Collection of Information Concerning Government-owned Motor Vehicles
1092	6-28-43	Responsibility for Agricultural Insurance
1093	7- 1-43	Open Market Purchase Limitation
1094	7-13-43	Transfer of Jurisdiction of the Departmental Photographic and Duplicating Services
1096	9-17-43	Utilization by the War Food Administration of Services of Office of Foreign Agricultural Relations
1097	10-16-43	Appointment of Seth D. Sims as Assistant to the Secretary
1098	4-21-44	Educational Activities in Curbing the Farm Land Boom
1099	5- 5-44	Reconstituting and Redefining the Functions of the Department Committee on Foreign Relations
1100	6-28-44	Authorizing the Agricultural Research Administrator to Sign Cooperative Agreements
1101	7- 1-44	Designation of Miss Mildred C. Benton as Department Librarian



# WAR FOOD ADMINISTRATOR'S MEMORANDA

## 1. Obsolete Memoranda

<u>No.</u>	<u>Date</u>	<u>Subject</u>	<u>Superseded or Canceled by Memorandum No.</u>
1	4-19-43	Delegation of Authority with respect to Signatures by Acting Administrator	WFA 27
1-Rev	7- 2-43	do	do
1-Rev-S1	7-15-43	do	do
1-Rev-S2	9-15-43	do	do
1-Rev-S3	9-22-43	do	do
2	4-30-43	Delegation of Authority with respect to Labor Programs of the War Food Administration	do
2-Rev	6-21-43	Office of Labor	do
2-Rev-S1 (Cor)	8-14-43	Transfer of the Food Industries Labor Branch from the Food Distribution Administration to the Office of Labor	do
3	4-30-43	Departmental Committee for Consideration of Federal Bureau of Investigation Reports Referred to Department by Interdepartmental Committee Pertaining to Employees of War Food Administration	GDC 13
4	5-10-43	Delegation of Authority with Respect to Materials and Facilities Programs of the War Food Administration	WFA 27
10	5-27-43	Delegation of Authority with respect to Production	do
11	5-27-43	Supervision of Relationships with War Boards	do
12	5-29-43	Special Representative for State and Local Government Relations	do
14	6- 2-43	Delegation of Authority to the Associate Administrators to Approve Memoranda of Understanding Relating to Soil Conservation Districts	do
15-S1	10- 5-43	Requisitioning of (1) Food for Human or Animal Consumption and (2) Other Personal Property	WFA 15-S1-Rev
19	7-13-43	Budgetary and Fiscal Functions of the War Food Administration	WFA 27
22	7-31-43	Administrative Management Functions of WFA	do
26	9- 9-43	Functions of the Conservation Programs Branch, Food Production Administration	WFA 27-S6

# War Food Administrator's Memoranda - 2

<u>No.</u>	<u>Date</u>	<u>Subject</u>	<u>Superseded or Canceled by Memorandum No.</u>
30	10-28-43	Establishment of Food Requirements and Allocations Committee	WFA 30-Rev
30-S1	2- 2-44	Designation of Lee Marshall as Chairman of the Food Requirements and Allocations Committee and Deputy Representative on the Combined Food Board	do
31	10-29-43	Assignment of Functions to the State and County War Boards and to the Line Agencies of the Administration and the Department in the Field	WFA 31-Rev
40	3-31-44	Designation of Colonel Everett R. Cook as Special Assistant to the Administrator	

## 2. Memoranda Issued

The following list includes all numbered War Food Administrator's Memoranda issued since the beginning of the series, except those shown in the above list of obsolete Memoranda.

<u>No.</u>	<u>Date</u>	<u>Subject</u>
5 (Cor)	5-12-43	Industry Advisory Committees
5-S1	6- 2-43	Trade and Industry Advisory Committees
6	5-20-43	Committee to Handle Projects for Improvement of War Food Administration's Services to Negro Farmers
7	5-26-43	Allocation of Food
8	5-29-43	Transfer of the Beverages and Tobacco Division to the Food Distribution Administration
9	6- 2-43	Protection of Food Products, Fibers, Naval Stores and Vegetable Oils Against Sabotage and Other Destructive Acts or Omissions
11-Rev	8-26-43	Office of War Board Services
11-Rev-S1	8-25-43	Establishment of the National War Board of the War Food Administration
11-Rev-S2	12-30-43	Office of War Board Services
11-Rev-S3	4-11-44	National War Board
13	6- 1-43	Organization Changes in Food Production Administration
15	6-10-43	Requisitioning of (1) Food for Human or Animal Consumption and (2) Other Personal Property
15-S1-Rev	2-26-44	do
16	6-11-43	Feed Program
17	6-29-43	Overtime Compensation for Meat Inspection Employees



War Food Administrator's Memoranda - 3

<u>No.</u>	<u>Date</u>	<u>Subject</u>
18	7- 5-43	Procedure in Issuance of Press and Radio Releases
20	7-19-43	Production Goals for 1944
21	7-30-43	Administration of the Slaughter Licensing Program
23	8- 3-43	Designation of Secretary of Food Advisory Committee
24	8-18-43	Applicability of Departmental Regulations to Employees of the War Food Administration
25	8-24-43	Routing and Clearance of Maximum Price Regulations
25-S1	12- 3-43	do
27	9-24-43	Organization of War Food Administration
27-S1	11- 6-43	do
27-S2	12- 1-43	do
27-S3	1-15-44	Appointment of M. Lee Marshall as Director of Food Distribution
27-S4	1-21-44	Organization of the War Food Administration
27-S4-A1	1-24-44	do
27-S4-A2	3-18-44	do
27-S4-A3	4- 4-44	The Establishment of Inter-Agency Food Importation Committee
27-S4-A4	5- 5-44	Organization of the Commodity Credit Corporation
27-S5	2- 3-44	Board of Directors, Federal Crop Insurance Corporation
27-S6	3-18-44	Functions of the Office of Production
27-S7	3-31-44	Appointment of H.B. Boyd as Director of Price
27-S8	5-24-44	Organization of the War Food Administration
28	10-16-43	Participation by War Food Administrator in West Coast Manpower Program
28-S1	11-25-43	West Coast Manpower Program Extended to Hartford, Akron, and Detroit Areas
28-S2	1- 8-44	West Coast Manpower Program Extended to Cleveland, Buffalo, and Newark Areas
28-S3	6-12-44	Appointment of Alternates to Area Manpower Priorities Committees and Area Production Urgency Committees
29	10-28-43	Rail Transportation Problems
29-S1	10-30-43	Conservation of Transportation
30-Rev	3-18-44	Establishment of Food Requirements and Allocations Committee
31-Rev	11-26-43	Assignment of Functions to the State and County War Boards and to the Line Agencies of the Administration and the Department in the Field
31-Rev-S1	1-12-44	Coordination of Activities Through State and County War Boards
32	11- 5-43	Appointment of Price Support Committee
33	11-25-43	Appointment of Administrator of the Farm Security Administration

War Food Administrator's Memoranda - 4

<u>No.</u>	<u>Date</u>	<u>Subject</u>
34 (Cor)	11-29-43	Appointment of James W. Millard as Director of Materials and Facilities
35	2-12-44	Appointment of Assistant Treasurer and Assistant Auditor of the Federal Surplus Commodities Corporation to Handle the Work of the Texas Timber Salvage Program
36	2-15-44	Use of "War Food Administration" in Directory Listings and on Stationery and Forms
37	3-13-44	Delegation of Authority to Frank Hancock, as Administrator of the Farm Security Administration, to Approve Sales of Real and Personal Property and to Carry out the Expeditious Liquidation of Projects
38	3-18-44	Designation, Numbering, and Form of Orders Issued Under the Authority of the War Food Administrator
39	3-23-44	Clearance of Memoranda Announcing Organization and Personnel Changes
41	4- 5-44	Delegation of Authority with Respect to Recommendations for Action upon Applications for Necessity Certificates
42	4-14-44	Appointment of Elwood Chase as Director of Transportation
43	4-18-44	Advisory Assistance to Returning Veterans
44	6-20-44	Designation of Assistants to the War Food Administrator
45	6-21-44	Disposal of Surplus War Property Suitable for Farm Use
46	8- 2-44	Committee on Drought Problems



# GENERAL DEPARTMENTAL CIRCULARS

## 1. Obsolete Circulars

<u>No.</u>	<u>Date</u>	<u>Subject</u>	Superseded or Canceled by <u>GDC No.</u>
5	8-24-43	Board of Review on Efficiency Ratings - Designation of Department Represen- tative	GDC 5-S1
10	9-10-43	Secretary's Memoranda, Circulars, and Regulations	
19	12-21-43	Dismissal of Employees Two Hours in Advance of the Usual Closing Time on December 24, 1943	
29	2-28-44	Acquisition, Storing, and Warehousing Facilities	GDC 47

## 2. Circulars Issued

The following list includes all General Departmental Circulars issued since the beginning of the series, except those shown in the above list of obsolete Circulars.

<u>No.</u>	<u>Date</u>	<u>Subject</u>
1	7-19-43	Publication of Documents in the Federal Register
2	7-23-43	Delegation of Authority to the Solicitor and the Associate Solicitors to Execute Releases
3	8-11-43	Safety Programs
4	8-12-43	Procedure to be Followed in the Presentation, Consideration, and Handling of Foreign Patent Applications Covering Inventions Made by Employees of the United States Department of Agriculture
5-S1	10-18-43	Board of Review on Efficiency Ratings - Designation of Department Representative
5-S2	2-23-44	Board of Review on Efficiency Ratings - Designation of Members
6	8-24-43	Designation of Administrative or Supervisory Employees of the Department to Administer Oaths of Office, Oaths to Personnel Affidavits, and other Oaths Required in Connection with Employment
6-S1	9-25-43	do
6-S2	12- 8-43	do
6-S3	2-23-44	do
6-S4	3-25-44	do
6-S5	5-13-44	do

General Departmental Circulars - 2

<u>No.</u>	<u>Date</u>	<u>Subject</u>
7	8-31-43	Limitation of Travel
7-S1	6-12-44	do
8	9- 6-43	USDA Clubs in Wartime
9	9- 8-43	Fire Prevention Week
10-Rev	11-20-43	Memoranda, Circulars, and Regulations
11	9-16-43	Committee on Honor Awards for Employees of the Department
11-S1	5-19-44	do
12	9-24-43	Appointment of T. Swann Harding as Editor of USDA
13	10-16-43	Departmental Committee for Consideration of Federal Bureau of Investigation Reports Referred to This Department by the Interdepartmental Committee on Employee Investigations Established Under Executive Order No. 9300
14	10-23-43	Reconstitution of Administrative Council and its Functions
14-S1	6- 3-44	Administrative Council
15	11- 5-43	Procedure on Presenting and Appealing Employee Grievances
16	11-29-43	Paper Conservation
17	12- 9-43	Planning of Public Works
18	12-21-43	Delegation of Field Employment Authority
20	12-27-43	Reducing the Number of Movements of Household Goods
20-S1	6-12-44	Department Policy on Authorizing Payments for Transportation of Household Goods
21	1- 1-44	Transfer of Functions of the Office of Land Use Coordination to the Office of the Secretary
22	1-24-44	Procedure Whereby Agencies of the Department Purchase Rationed Farm Machinery for Farm or Agricultural Use
23	1-29-44	Department Poultry Committee
24	2-14-44	Allowances Payable to Department Employees Stationed in Foreign Countries
25	2-15-44	Development of Minerals in Which the Department has an Interest
26	2-16-44	1944 Department and Land-Grant College Committee on Training for Government Service
27	2-23-44	Conservation of Automotive Equipment, Tires, and Gasoline
27-S1	7-25-44	Procurement and Utilization of Automotive Tires and Tubes
28	2-28-44	Disclosure or Discussion of Military Information
30	2-28-44	Aerial Photography
31	3- 2-44	Designation of the Office of Materials and Facilities to Represent the War Food Administration and the Department of Agriculture in all Matters Pertaining to the Distribution of Surplus Materials, Equipment, and Facilities Available for Release by the Armed Services and other Governmental Agencies

General Departmental Circulars - 3

<u>No.</u>	<u>Date</u>	<u>Subject</u>
32	4-15-44	Appointment of Keith Himebaugh as Director of Information
33	4-15-44	Suspension of the Eight-Hour Law
34	4-17-44	Departmental Personnel Policy
35	4-19-44	Improving Management Saves Manpower
36	4-21-44	Designation of Departmental Representative on Interagency Committee on Standard Commodity Classification
37	4-24-44	Interdepartmental Committee on Land-Use Matters of Interest to the Departments of Agriculture and Interior
38	4-27-44	Designation of C. O. Henderson as Liaison Between the Department of Agriculture and the Retraining and Reemployment Administration (Executive Order 9427)
39	5- 2-44	Water Utilization and Drainage
40	5-17-44	Responsibilities of Public Officials
41	5-19-44	Assistants to the Secretary and the War Food Administrator
42	6- 2-44	Departmental Board of Survey
43	6-21-44	Central Collection of Information Concerning Government-Owned Motor Vehicles
44	6-29-44	National Farm Safety Week
45	6-29-44	Prohibition Against Political and Lobbying Activities
46	7- 8-44	Open Market Purchase Limitation
47	7- 8-44	Revocation of Bureau of the Budget Regulation No. 3 (Revised) Requiring Preclearance of Acquisition of Warehouse and Repair Shop Facilities
48	7-25-44	Comments on Foreign Negotiations

